

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

February 2007 - June 30, 2007

2/1/07 - 4/30/07

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

Today's Date

County

Contract Organization Name

13-May-07

Teton

Curran-Seeley Foundation

For information call 1-800-535-4006
or 307-777-6494

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

Stacey Caesar

PO Box 3371

Jackson, WY 83001

307-413-6883

307-733-0006

staceyc Caesar@msn.com

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	2/1/2007	Stacey Caesar
2	Supervise SPF staff/staff evaluation (note dates and any notes)	Weekly	100%		Pier Trudelle/Ed Wigg
3	Name, title, and phone number of the staff's supervisor				Ed Wigg, Director 307-733-3908
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		100%	Mar-07	
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)				Kick Off meeting in Casper, SAPST in Lander - Stacey Caesar. Total spent - \$1,092.76
6	Notify the Division of any board of directors/staffing changes				
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC				
9	Other				

B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%	3/6/2007	
2	Needs Assessment Instrument Received	Feb or March 2007	100%	Mar-07	
3	Data Collection		100%	4/20/2007	
4	Data Analysis		30%		
5	Priorities Identified				
6	Needs Assessment Sent to SAD	1-Jun-07			
7	Receive SAD Comments @ Needs Assessment Revise Needs Assess/Submit Final	15-Jun-07			
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities		40%		Meetings held on 04/02/07 - several more in May 2007. Communities Mobilizing has met on 02/08/07, 03/08/07.
2	Community Advisory Council Meetings List dates & number of people who attended <i>See below for membership report</i>				
3	Budget and Funding Approved by CAC (attach minutes)		100%	4/2/2007	
4	Community Resource Assessment note date and attach report				

5	Present Findings/Process to Community		50%		
6	(Optional) local SAPST and/or CADCA Training for SAC/Community		50%	04/26/07 - 04/29/07	Completed SAPST training - attending CADCA in July 2007
7	Briefly describe how the community was involved in the SPF process during this reporting period				Monthly CAC and Community Mobilizing meetings; individual meetings with Police, Sheriff, and other community leaders. Data given by town, county and courts.
8	Other CAC/Infrastructure				

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07			
	Receive Strategic Planning Materials from SAD				
	Research Evidence Based Strategies				
	Match Strategies to Data/Needs				
	Write Strategic Plan				
	Submit Strategic Plan to SAD				
	Receive SAD Comments/Revise/Final Plan	31-Aug-07			
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
E	Implementation (only with SAD approval)				

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%	5/15/2007	
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%	5/15/2007	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07			
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	Mar-07	
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)		50%	Mar-07	Copy given to Lisa

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				
2	Restricted activities (report any approval requested and received for these)				
	fairs/brochures/educational materials				Teton County Health Fair; education materials in the works.
	media				
3	Please note any significant changes from the budget submitted in the application.				Would like \$5200 from Salaries & Wages to be distributed to Supplies and Indirect Costs. Do not need line item under Salaries & Wages.
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				The cooperation of our community during this process and their willingness to help out and be involved.
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				Can't think of one! Two weeks of Spring Break in the middle of April.....
6	Please briefly list any significant changes or information related to this grant				No significant changes

